



Maggie Brooks
County Executive

Parks Department

Special Use Application

To be filled out for any out-of-the-ordinary park use, event or request.

Office Use

Received / /	Paid / /
Returned / /	Handler / /

1. Choose the type of permit(s) you are requesting:

- | | |
|------------------------------------------------------------------|---------------------------------------------------------------------------------------------|
| <input type="checkbox"/> General Event (up to 250 people) \$25 | <input type="checkbox"/> Single Day Special Sales Permit (up to 500 people) \$25 per vendor |
| <input type="checkbox"/> General Event (251-1000 people) \$100 | <input type="checkbox"/> Single Day Special Sales Permit (501-1500 people) \$50 per vendor |
| <input type="checkbox"/> General Event (over 1000 people) \$250 | <input type="checkbox"/> Single Day Special Sales Permit (over 1500 people) \$75 per vendor |
| <input type="checkbox"/> Dunkbooth / Mechanized Ride \$25 | <input type="checkbox"/> Highland Bowl Rental \$500 / day |
| <input type="checkbox"/> Performance Pavilion Rental \$300 / day | <input type="checkbox"/> Small Tent \$40 |
| <input type="checkbox"/> Pony / Hay / Sleigh Ride \$25 | <input type="checkbox"/> Large Tent \$100 |

2. Tell us about your event in detail:

Organization: _____ Contact: _____
Mailing Address: _____
E.mail Address: _____
Day Phone #: _____ Evening Phone #: _____ Fax#: _____
Park: _____
Date of Event: _____ Time of Event: _____ # of People: _____
Location Description / Route: **Attach a map.** _____
Name of Event: _____
Description / Schedule of Events: **Attach a schedule of activities.** _____
Entrance Fee? Yes No Fundraiser? Yes No Not-For-Profit/501C-3 #: _____
Vendors? Yes No List All Items to be Sold _____

3. If you need a Lodge or Shelter you must log on to www.monroecounty.gov or call 256-4950 (weekdays 10 am - 2 pm) and make a reservation.

4. Rules, Regulations, and Additional Info:

You do not have permission for your event until a permit is issued to you.

If you need a wedding photo reservation, log onto www.monroecounty.gov or call 256-4950. All parks are carry-in/carry-out. You must take your trash with you when you leave. You need to attach a copy of insurance certificate with Monroe County as additionally insured for rides. You will need a Health Department Certification for any food vendors. Contact the Temporary Food Permit Office of the Health Department at 274-8081.

Total up your payment, sign the bottom and attach a check and mail it to Special Use Permits, Monroe County Parks, 171 Reservoir Ave, Rochester, NY 14620 or fax it to 256-4968. If you have questions please call 256-4950 or e.mail mcparks@monroecounty.gov. I understand that if my group damages the park or facilities in anyway I will be responsible for all fees to repair the damage.

Signature _____

Date _____

Office Use

Park Contact
Date
Result / Inquiry